

# FEDLINK Information Alert 2017

## Deadlines for Fiscal Year 2017 Information Retrieval

To order information retrieval services through FEDLINK's Transfer Pay Service with FY17 funds, FEDLINK requires two completed items:

1. A signed FEDLINK interagency agreement (IAA) between your agency and FEDLINK. Please submit your signed IAA as soon as possible (ahead of the deadline) to avoid delays with your orders.
2. A description of your planned purchase (i.e., requirements). This description can be a price estimate from a vendor or a previous order history. Be sure to indicate the period of performance for the subscriptions (i.e., begins October 1, 2017 and ends September 30, 2018).

To begin this process, send an email to [FEDLINKIR@loc.gov](mailto:FEDLINKIR@loc.gov) immediately. FEDLINK staff will assist you in preparing the documentation necessary to complete your IAA and requirements. If you have multi-year or no-year funds, please contact us for assistance.

Please review the other FY2017 account management deadlines below.

### July 7, 2017

#### Deobligate Funds from a Previous Order/Request a Refund by September 30, 2017

If you want FEDLINK to deobligate funds from a completed FEDLINK task order and use those funds to enter into a new FEDLINK task order, please submit a Move Funds request by July 7, 2017. (Please note that every new FEDLINK task order must be supported with an approved IAA or amendment to an IAA.)

If you would like to request a refund of funds in your agency's FEDLINK account that are not obligated to a FEDLINK task order, please submit a Refund Request by July 7, 2017.

### August 1, 2017

#### Cancel and Refund

If you are unable to submit your requirements for a planned procurement by August 1, 2017, FEDLINK will cancel your planned procurement and issue your agency a refund by September 30, 2017.

### New Delivery/Task Orders

If you want to spend FY2017 funds for information retrieval services starting on or before October 31, 2017, submit your IAA and requirements in accordance with the following dates:

~ For new and existing services of **more** than \$150,000:  
**August 1, 2017.**

~ For new and existing services of **less** than \$150,000:  
**September 8, 2017.**

For help establishing, or amending, or managing your account, please call the FEDLINK Hotline at (202) 707-4900. You can also manage your account online at [www.loc.gov/flicc/online/doc/online\\_index.html](http://www.loc.gov/flicc/online/doc/online_index.html). Updated 06/14/17

